

Sullivan County NH

Type of meeting: Board of Commissioners – Regular Business
Meeting Minutes
Date/Time: Tuesday, May 15, 2007; 3 PM
Place: Unity County Complex, Ahern Building

Attendees: Commissioners Ethel Jarvis – *Chair*, Bennie Nelson – *Vice Chair* and Jeffrey Barrette – *Clerk*; Ed Gil de Rubio – *County Manager*; Greg Chanis – *Facilities & Operations Director*; Heather Presch – *Environmental Services Director*; Scott Wojtkiewicz – *S.C.H.C. Administrator*; Heidi Smith – *S.C.H.C. Director of Nursing*; Patti Koscielniak – *S.C.H.C. External Care Coordinator*; Ann LaBelle – *S.C.H.C. Director of Activities*; Patti Henderson – *S.C.H.C. Nursing Department*; Betty Fay – *S.C.H.C. Nursing*; Pam Jones – *S.C.H.C. Secretary*; Peter Farrand – *Human Resource Director*; Sam Fletcher – *Human Resource Assistant*; Brenda Temple – *S.C.H.C. Admissions Coordinator*; Julie Woodman – *S.C.H.C. Business Office Manager*; Ron McPhall – *S.C.H.C. Dietary Director*; Pattie Henderson – *S.C.H.C. Nursing Department*; Betsy Braginetz – *S.C.H.C. Social Services*; June Brunelle – *S.C.H.C. Clinical Reimbursement*; Sharon Johnson-Callum (*minute taker*).

Other attendees: Aaron Aldridge – *Eagle Times staff reporter*; Larry Converse – *State/County Delegate*

3 PM The Chair, Commissioner Jarvis, brought the meeting to order. Commissioner Barrette led the *Pledge of Allegiance*.

AGENDA ITEM NO. 1. MEETING MINUTES

AGENDA ITEM NO. 1.A. APRIL 18, 2007 PUBLIC MEETING MINUTES

Commissioner Jarvis noted the word “insure”, Page 5 first paragraph, should be “ensure”. Commissioner Jarvis noted they discussed the videotaping of future minutes, and asked about the status. Mr. Gil de Rubio explained the person scheduled to tape the Delegation meeting – for free - never appeared at the meeting; most charge and they are finding charges costly; he is still working on this goal.

3:01 A motion was made by, Commissioner Barrette, to accept the minutes [of April 18, 2007] with the amendment. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously. Commissioner Nelson was absent from the vote.

AGENDA ITEM NO. 1.B. APRIL 18, 2007 EXECUTIVE SESSION MEETING MINUTES

3:02 A motion was made by, Commissioner Barrette, to accept [the April 18 Executive Session minutes] and to seal them. Commissioner Jarvis seconded

the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously. Commissioner Nelson was absent from the vote.

3:04 *The following entered the room: Commissioner Nelson, Pam Jones, Brenda Temple, Ron McPhall, Sam Fletcher, Peter Farrand, Julie Woodman, Patti Koscielniak, Ann LaBelle, Patti Henderson, Betty Fay, Peter Farrand, Sam Fletcher, Julie Woodman, Betsy Braginetz, June Brunelle.*

AGENDA ITEM NO. 1.C. APRIL 24, 2007 FY 08 BUDGET WORK SESSION

3:05 **A motion was made, by Commissioner Barrette, to accept the April 24, 2007 meeting minutes as presented. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

AGENDA ITEM NO. 1.D. APRIL 24, 2007 1ST EXECUTIVE SESSION 10:15

3:06 **A motion was made, by Commissioner Nelson, to accept and permanently seal the minutes and review them in July. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. Commissioner Barrette and Nelson voted in favor. There was no vote received from Commissioner Jarvis. The motion carried, with the majority.**

AGENDA ITEM NO. 1.E. APRIL 24, 2007 2ND EXECUTIVE SESSION 10:45

3:07 **A motion was made, by Commissioner Nelson, to accept and permanently seal the minutes, and to review them again in July. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

AGENDA ITEM NO. 1.F. MAY 1, 2007 FY08 BUDGET WORK SESSION

3:08 **A motion was made, by Commissioner Barrette to accept the May 1, 2007 minutes as typed. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

AGENDA ITEM NO. 1.G. MAY 1, 2007 PUBLIC MEETING MINUTES 3:25 PM

3:09 **A motion was made, by Commissioner Barrette, to accept the May 1, 2007 Public meeting minutes as presented. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

AGENDA ITEM NO. 1.H. MAY 4, 2007 WORK SESSION – DOC SUPERINTENDENT APPLICATION REVIEWS

3:10 **A motion was made, by Commissioner Nelson, to accept the May 4th minutes as printed. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. Commissioner Barrette and Nelson voted in favor. Commissioner Jarvis did not vote. The motion carried, with the majority.**

AGENDA ITEM NO. 2 FACILITIES & OPERATION REPORT

Mr. Chanis handed out a three page document and reviewed the following:

1. Page 1 – FY2007 Capital Expense Worksheet with Estimated Year End Surplus of \$43,334, Approved FY07 Budget was \$947,750 and Estimated Final Expense reflects \$904,416.
2. Page 2 – “Newport Complex Boiler Replacement Bid Results”. Mr. Chanis reminded the Board of his concerns expressed at their last meeting about the low bidder, and the possibility the bidder may not have fully understand the scope of services. Mr. Chanis confirmed he had Mark Vincello speak with the contractor, E.G. Engineering, who expressed surprise a part of the project dealt with controls. However, E.G. confirmed they would follow through on their proposal specs and their bid submitted. Mr. Chanis noted he followed up on the other two references, who worked with E.G. Engineering extensively on the engineering side, never on the installation contracting level, and they had no problems with E.G. Engineering. Mr. Chanis noted, based on the history with Economy, and the lack of contracting experience of E.G. Engineering, he still recommends Economy. Per request from the Board, Mr. Chanis explained the “contingency” is an amount to cover modifications to accommodate the boiler at the Opera House under the stairway, since the County shares real estate with Newport. Commissioner Jarvis concurred with not using the low bidder, but requested Mr. Chanis to follow E.G.’s future work on other projects in case Sullivan County could use them on another project. Mr. Chanis confirmed if they chose Economy the contract cost would be \$35,526, \$3,500 engineering costs, \$3,100 propane tank installation on town property, plus the contingency cost. He confirmed the budgeted amount was \$30,000. Mr. Gil de Rubio confirmed the estimated surplus was part of the financials from Mr. Graham. Commissioner Nelson recommended they wait until after their meeting with Mr. Graham, before making a formal decision. Mr. Gil de Rubio reminded the Board, if approved the purchase order would need to be processed prior to the end of the fiscal year [June 30, 2007]. Per request of Commissioner Jarvis, Mr. Chanis confirmed the engineering cost on the renovations to the wastewater building were paid out, but all other costs were cut by the E.F.C. from the FY07.

3:22 A motion was made, by Commissioner Nelson, to table the decision on the boiler project until their first meeting in June. Commissioner Barrette seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 2.B. SULLIVAN COUNTY HEALTH CARE ELECTRICAL BID REVIEW AND RATIFICATION

Mr. Gil de Rubio explained this project involved establishing a true electrical room to replace an older panel for the Dietary Department. Mr. Chanis confirmed the project was budgeted in the FY07 Capital budget for \$40,000. He noted the bid was split into three (3) parts: Base Bid, Alternate 1, and Alternate 2. The following was received for bids:

	Base Bid	Alternate 1	Alternate 2	Total Bid
Nickerson Electric	\$17,500	\$21,500	\$10,000	\$49,000
Interstate Electric	11,500	20,760	11,600	43,860
Hamblet Electric	10,215	15,551	14,524	40,290

Mr. Chanis noted two out of the three projects could be done in FY07, for a total of \$24,739, and the third part could be held off to FY08. He noted engineering costs were already paid for the project. Mr. Chanis confirmed if they go with the Base Bid, the location would not move; if they chose Alternate 2, they would remove existing panels in the corridor and place a new panel next to them; if they chose Alternate 1, they would place a transfer switch in another location.

3:33 A motion was made, by Commissioner Barrette, to table this [project: the S.C.H.C. Electrical upgrade] until the first meeting in June. Commissioner Nelson seconded the motion. Discussion: the Board agreed this was a project they'd like to see done. A voice vote was taken. Commissioner Barrette and Nelson voted in favor of the motion. Commissioner Jarvis did not participate in the vote. The motion carried, with the majority.

SIDE NOTE

Commissioner Nelson noted he had to leave the meeting early, but while in the public session of the meeting, wanted it noted in the minutes he completely supported the S.C.H.C. fund raising efforts.

AGENDA ITEM NO. 4.B. UNION UPDATE – PERSONNEL ISSUE, TO BE HELD IN EXECUTIVE SESSION PER RSA 91-A:3.II.C.

3:35 A motion was made, by Commissioner Barrette, to go in to Executive Session for a personnel issue [Per RSA 91-A:3.II.c.). Commissioner Nelson seconded the motion. Discussion. Mr. Gil de Rubio the S.C.H.C. Administrator and the management team, in the room, to be included. Commissioner Jarvis denied the request, noting this pertained to just an update on the Union negotiations and only wanted Mr. Wojtkiewicz to remain. Mr. Gil de Rubio debated the issue, noting the importance for all to remain. Commissioner Nelson noted he wanted to hear what the management team had to say. A roll call vote was taken. Commissioner Barrette and Nelson voted for the motion. Commissioner Jarvis did not.

3:35 *Those that left the room included Greg Chanis and Aaron Aldridge.*

3:50 **A motion was made, by Commissioner Barrette, to move out of Executive Session. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously. Commissioner Nelson was absent from the vote.**

Mr. Gil de Rubio confirmed he would get the information discussed in Executive Session to the Board.

3:51 *All left except: Ann Labelle, Heidi Smith, Julie Woodman and Scott Wojtkiewicz. Greg Chanis, Aaron Aldridge and Larry Converse returned to the room.*

AGENDA ITEM NO. 3. SULLIVAN COUNTY HEALTH CARE REPORT

AGENDA ITEM NO. 3.A. CENSUS

Mr. Wojtkiewicz noted Julie Woodman, from the S.C.H.C. Business Office, to answer any questions he was unable to.

- ☐ Page 1. *Sullivan County Nursing Home April 2007 Billing.* Mr. Wojtkiewicz clarified that the report is a snippet of total census in that category and the total billed out in that category, and does not take into account other monies such as: ProShare or the expenses in that last month. Mr. Gil de Rubio discussed a new monthly AR reporting procedure beginning in July.
- ☐ Page 2. *April Census Summary, March 2007 Admits and Discharges, April 2007 Admits and Discharges.* 244 variance days, residents not in a bed, for the month of April, 8 admits in March, 5 discharged – recouped from therapy, and 6 passed away. 6 admits, 4 discharged to home, and 1 passed away in April. He defined “a bed hold”: NH Medicaid does not pay to hold a bed if a resident goes to the hospital. However, during that time frame, the resident can pay privately to hold the bed so that it guarantees the available when they return.
- ☐ Page 3. *Census As of May 15, 2007:* 117 Medicaid, 3 HCBC, 11 Medicare, 153 filled beds. Three (3) vacant beds. Licensed for 156. Budget is: 111 Medicaid, 20 private, 1 HCBC, 21 Medicare.

AGENDA ITEM NO. 3.B. STAFFING

Ms. Smith noted they are down 8 LPN nursing positions. A 11-7 shift nurse left and another gave their two week notice. They are down 4 LNA positions. She noted call outs destroy what looks good on paper for LNA's. They are working on strategies to reduce call outs. They have not received a lot of new applications. They did receive one call looking for per diem work.

AGENDA ITEM NO. 3.C. FUND RAISING

Ms. Ann Labelle distributed copies of a letter and backup documentation. She noted the Sullivan County Health Care does not have safe and easily accessible outdoor furniture.

She pointed out they are adding floral and hedges to help with outside esthetics and would like to purchase enough furniture for residents and their family members to enjoy the area. Ms. Labelle briefed them on different vendors and furniture, as well as her recommendations. The furniture they'd like to purchase has local representation, has a 20-25 year life warranty, is made to be used for commercial use, is stackable and easy to store, can be washed with a power washer, and the material does not overheat in the sun – a big safety issue. The quote received is for \$19,422 and includes a 25% discount. She would like to raise money through the Activities Department, and place the funds in an Activities Trust Fund. Commissioner Jarvis noted they must create a “friends of the activities department” and receive state approval. Mr. Gil de Rubio recommended Ms. Labelle contact Capt. Milliken as DOC created an “Association” for this type of situation. Commissioner Jarvis and Barrette expressed their support for the project. Commissioner Barrette offered his assistance through calls to local people for assistance.

AGENDA ITEM NO. 4. COUNTY MANAGER'S REPORT

AGENDA ITEM NO. 4.A. STATE HOLDOVER AGREEMENT COURT HOUSE

Mr. Gil de Rubio reminded the Board he sent a copy of the agreement to them a couple weeks ago. He noted the State is looking to make improvements, no details have been shared, but they will be meeting in the future to discuss. Mr. Gil de Rubio recommended they execute the holdover, a 10 month agreement, and sit down with them to keep the process going.

4:28 Commissioner Barrette made a motion to have the County Manager execute the holdover agreement. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously. Commissioner Nelson was absent from the vote.

NON AGENDA ITEM

Mr. Gil de Rubio distributed copies of the April 2007 monthly revenues and expenses, and briefly reviewed the status. Commissioner Jarvis expressed concern with the low percentage rate remaining in the Dietary Department. Commissioner Barrette reminded her this was discussed during their budget review. Commissioner Jarvis wants this issue discussed again. Mr. Wojtkiewicz noted there were a number of positions not budgeted for. Commissioner Jarvis asked if there were any transfers from DOC to the Dietary? Mr. Gil de Rubio confirmed they bill the DOC meals on a quarterly basis.

4:32 Commissioner Barrette made a motion to accept the financials. Commissioner Jarvis seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously. Commissioner Nelson was absent for the vote.

UPCOMING EVENTS

Mr. Gil de Rubio reviewed upcoming events:

- ☐ Materials Recovery Facility tonight at 7 PM in Claremont,

- ❑ The first public forum for the Greater Sullivan County All Hazards Health Region (GSCAHHR), Newbury Town Office, tomorrow @ 7 PM,
- ❑ June 21st GSCAHHR Table Top Exercise. Mr. Gil de Rubio noted they heard they would receive \$75,000, on top of the Avian Flu Funds, to pay for a regional coordinator. He noted Jane Hubbard would write and submit a full report to the State on the Table Top, and should they find shortcomings, there are funds in Phase II to embellish and improve on the AHR plan,
- ❑ Monday, 1 PM Delegation meeting. Mr. Graham will be attending,
- ❑ Friday, the Board will still convene to review the FY08 budget at 8 AM,
- ❑ The MS42 is due out by 5/31/07.

AGENDA ITEM NO. 5 COMMISSIONERS REPORT

AGENDA ITEM NO. 5.A. RESCHEDULE TERMINATION HEARING

The Board requested Ms. Johnson-Callum to reschedule the termination hearing for Friday at 10 AM.

No report from Commissioner Barrette.

Commissioner Jarvis read an email dated Friday April 13th from Representative Larry Converse into the minutes:

“To the Sullivan County Board of Commissioners, I strongly believe in the importance and value of each of our employees. I am deeply concerned about the differences between the union and nonunion workers for benefits and wages. There is a deep and widening gap and this should not be allowed to happen. At this time I am asking you as Commissioners to do a study on both groups for benefits and wages. Are they being fairly treated? I will be looking forward to the report.”

Mr. Gil de Rubio noted salary/employee wage spreadsheet, illustrating both non-bargaining and bargaining, was distributed to the Board and the E.F.C. at the beginning of the budget season. Mr. Gil de Rubio confirmed he would resend this to Mr. Converse via e-mail. It was noted the spreadsheet, alone, does not differentiate between Union vs. non-union; and it was pointed out that the Employee Position Listing (E.P.L.) does. The E.P.L. is provided monthly to all delegates. Commissioner Barrette requested Mr. Gil de Rubio to resend the E.P.L. to Representative Converse. Commissioner Jarvis requested Rep. Converse to report back after reviewing the documents if he still feels there is a disparity.

Commissioner Jarvis noted an employee asked her if the County was still providing monetary help for employees who want to quit smoking. Ms. Smith noted she also received a question on that from an employee, and had indicated the program was no longer in affect. Mr. Gil de Rubio noted they spent over \$7,000 to help those wanting to quit and that Ms. Smith was correct, it was during a certain time period. Commissioner

Barrette pointed out Vermont uses their tobacco settlement money to pay for smoking cessations, unlike New Hampshire State government. Commissioner Barrette noted he received a complaint about employees smoking at the DOC and just out of eye site at the Nursing Home facility. Ms. Smith noted the policy is tough to enforce. The group discussed resident smoking. Mr. Gil de Rubio noted arbitrators have indicated this will be a smoke free campus soon, and include residents. Mr. Wojtkiewicz spoke to the affect this would cause on the resident census. Commissioner Jarvis demanded a camera placed in the smoking area the residents are taken to, due to safety issues – she feels that 1 person to watch 5 - 6 residents at time is a concern. Mr. Wojtkiewicz noted a camera that is not monitored may be a liability issue, and would like to speak to Marc Hathaway about this fist. It was noted the current cameras are monitoring entrances and exits, but in “record mode” only, not live monitoring. Commissioner Jarvis again demanded a camera to be immediately mounted in the area.

4:53 Aaron Aldrich left the meeting.

Mr. Wojtkiewicz confirmed he would speak to the Ombudsman’s Office on this issue. Mr. Gil de Rubio noted he would meet with Marc Hathaway and Mr. Wojtkiewicz to discuss this further.

AGENDA ITEM NO. 5.C. ANY OTHER BUSINESS
There was none.

AGENDA ITEM NO. 6. PUBLIC PARTICIPATION
There was none.

4:57 A motion was made, by Commissioner Barrette, to adjourn the meeting. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Respectfully submitted,


Jeffrey Barrette, Clerk
Board of Commissioners

JB/s.j-c.

Date signed: 6/19/07